

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Introduction of Your New Dedicated Account Manager

Dear [Client Name],

At [Insurance Agency Name], we are committed to providing you with the highest level of service and personalized attention for your insurance needs. To ensure you continue to receive expert guidance, we are pleased to introduce your new Dedicated Account Manager, [Account Manager Name].

[Account Manager Name] brings [Number] years of experience in the insurance industry and specializes in [Specific Area, e.g., Commercial Liability/Personal Lines]. Moving forward, they will be your primary point of contact for:

- Policy inquiries and updates
- Renewal reviews and coverage analysis
- Claims assistance and coordination
- General insurance consultation

You can reach [Account Manager Name] directly using the contact information below:

Name: [Account Manager Name]

Phone: [Direct Phone Number]

Email: [Email Address]

Your satisfaction remains our top priority. While your account manager is changing, your existing policies and coverage remain in full effect. [Account Manager Name] will be reaching out to you shortly to introduce themselves personally and review your current portfolio.

Thank you for your continued trust in [Insurance Agency Name].

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency Name]